

# Septic Permit Online Application Instructions

1. Go to the following website and click "Apply Now": <https://www.stlouiscountymn.gov/departments-a-z/planning-development/on-site-wastewater>.

**ON-SITE WASTEWATER (SEPTIC SYSTEMS)**

[Home](#) / [DEPARTMENTS A-Z](#) / [Planning & Community Development](#) / [On-Site Wastewater /Septic Systems](#)

**ABOUT PLANNING & DEVELOPMENT**

**LAND USE**


**ON-SITE WASTEWATER**

- About
- Owner Information
- Apply for a Septic Permit
- Buying-Selling Property
- Financial Assistance-Septic
- Training and Education
- Ordinance 61/Standards

**COMMUNITY DEVELOPMENT**

**ENTERPRISE GIS**

**BOARDS & COMMITTEES**



**Notice: On-Site Wastewater Inspections during the COVID-19 Outbreak**

The On-Site Wastewater Division is responsible for the administration and coordination of on-site wastewater treatment systems throughout St. Louis County. The division regulates the St. Louis County Subsurface Sewage Treatment System Ordinance 61, along with incorporating by reference minimum standards established by Minnesota statutes and administrative rules of the Minnesota Pollution Control Agency (MPCA). These regulations are intended to serve the best interests of the County's citizens by protecting their health, safety, general welfare and natural resources.

[Buying/Selling Property](#)  
[Financial Assistance-Septic](#)  
[Training and Education](#)

**Apply Now**

**News**

1. **New!** Online Permitting system planned rollout in spring 2021
2. **New!** Septic Records Online: [Click Here](#)
3. **New!** Free Subscription service about septic news: [Click Here](#)

For further information, email us at: [OSWInfo@StLouisCountyMN.gov](mailto:OSWInfo@StLouisCountyMN.gov)

**CONTACT**

**Virginia Office**  
 Phone: 218-749-0625  
 Fax: 218-749-7194  
[Email](#)

**Duluth Office**  
 Phone: 218-725-5200  
 Fax: 218-725-5029  
[Email](#)


[All contacts](#)

**Inspector Areas**

**MPCA Contractors List**

**County Courtesy List**

**Septic Records**



2. Click on "On-Site Wastewater – Septic Permitting"

## Portal Links

<p style="text-align: center;"><b>SLC Business and Merchant Licenses</b></p> <p>You may apply for various types of licenses required in St. Louis County to operate businesses and merchant endeavors. What would you like to do?</p> <ul style="list-style-type: none"> <li><a href="#">Auctioneer License</a></li> <li><a href="#">Fireworks/Pyrotechnic Special Effects Display Permit</a></li> <li><a href="#">Liquor Licenses</a></li> <li><a href="#">Precious Metal Dealer License</a></li> <li><a href="#">Tobacco Products License</a></li> <li><a href="#">Transient Merchant License</a></li> </ul> <p style="text-align: center;"><b>SLC Liquor Law &amp; Tobacco Products Violation</b></p> <p>You may view or pay for your liquor law or tobacco products violations. What would you like to do?</p> <ul style="list-style-type: none"> <li><a href="#">Liquor Law Violation</a></li> <li><a href="#">Tobacco Products Violation</a></li> </ul>	<p style="text-align: center;"><b>SLC Health and Human Service Conference</b></p> <p>You may register to be an attendee, a sponsor, or a presenter for the Health and Human Service Conference. What would you like to do?</p> <ul style="list-style-type: none"> <li><a href="#">Attendee Registration</a></li> <li><a href="#">Champion and Advocate Sponsor</a></li> <li><a href="#">Ally Sponsor</a></li> <li><a href="#">Presenter Proposals</a></li> </ul> <p style="text-align: center;"><b>SLC Extension Services</b></p> <p>You may register for various Extension Services Events. Events eligible for registration are listed on our website: <a href="#">Garden and Lawn Educational Resources and Events</a></p> <p>Select the link below to register for a Horticulture Event.</p> <ul style="list-style-type: none"> <li><a href="#">Horticulture Events</a></li> </ul> <p style="text-align: center;"><b>SLC Planning and Community Development</b></p> <p>Apply On-Line for Land Use and Septic Permits using the links below. To view what information you will need to fill out an online application or to print off a paper copy select <a href="#">Building &amp; Moving Structures (stlouiscountymn.gov)</a> for <b>Land Use Permits</b> and <a href="#">Septic Permit (stlouiscountymn.gov)</a> for <b>Septic Permits</b></p> <p><b>Land Use</b></p> <ul style="list-style-type: none"> <li><a href="#">Search our Land Use database</a> You may search through our Land Use database by business name, owner name and/or location.</li> <li><b><a href="#">On-Site Wastewater - Septic Permitting</a></b></li> <li><a href="#">Search our Septic database</a> You may search through our Septic database by business name, owner name and/or location.</li> </ul>
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# Septic Permit Online Application Instructions

3. Click on “Septic Permit”

**Start a New Permit**

[View My Records](#)

**Septic Permit** Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add, Repair SSTS system

[Abandonment](#)

[Compliance Inspection](#)

[Point of Sale Transfer and Disclosure Agreement](#) Use this form to apply for the transfer of ownership relating to Point of Sale of an existing SSTS Operating Permit.

[Renewal Operating Permit](#)

[Annual Submittal of Holding Tank Operating Permit](#)

[Owner Transfer Operating Permit](#) Use this form to apply for the transfer of ownership of an existing SSTS Operating Permit.

4. Click on “Register Now” to create an account. If you already have an account, login using your credentials to the left of “Register Now”.

Access to this page requires you to be logged in. After logging in, you'll be returned to your selection.

**Log In**

Enter your User Name and Password

User Name:

Password:

Remember Me

[Forgot your user name?](#)  
[Forgot your password?](#)

**Are you a new user?**

Don't have a User Name?

Create one today so you can use the St. Louis County Citizen Portal!

Powered By



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# Septic Permit Online Application Instructions

5. Fill out all required information and click "Create User" at the bottom to create an account.

## Sign Up For Your New Account

(Fields marked with an \* are required.)

### Select a Logon ID and Password

Logon ID you want to use: \*

Password: \*

Confirm Password: \*

### Personal Information

Salutation

First Name \*

Middle Name

Last Name \*

Business Phone

Home Phone

Cell Phone

Fax

E-Mail Address \*

Confirm E-Mail Address \*

Mail To Name

Address Line 1 \*

Line 2

Line 3

City \*

Country \*

State or Province \*

Postal Code \*

Date of Birth

### In Case You Forget Your Password...

Security Question: \*

Security Answer: \*

6. You should receive an email from [crm@stlouiscountymn.gov](mailto:crm@stlouiscountymn.gov) with the information below. You will need to click the link in the email to activate the account.

Your citizen portal account with St. Louis County has been successfully created and your user id is: SmithJ

To activate your account please navigate to the following link to confirm your email address:

<<http://CRM2016test.stlouiscountymn.gov/Common/Verification.aspx?uid=c29d092b-21a1-ea11-80ec-0050568d1b08>>

# Septic Permit Online Application Instructions

- Once you click the link, you will be brought back to the Septic Permit application page like in step #3. Click on “Septic Permit to Construct”.

**Start a New Permit**

[View My Records](#)

<a href="#">Septic Permit</a> Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add/Repair SSTS system	<a href="#">Abandonment</a>
<a href="#">Compliance Inspection</a>	<a href="#">Point of Sale Transfer and Disclosure Agreement</a> Use this form to apply for the transfer of ownership relating to Point of Sale of an existing SSTS Operating Permit.
<a href="#">Renewal Operating Permit</a>	<a href="#">Annual Submittal of Holding Tank Operating Permit</a>
<a href="#">Owner Transfer Operating Permit</a> Use this form to apply for the transfer of ownership of an existing SSTS Operating Permit.	

- Click on “Create Application”

[Home](#) » [Start Permit](#) » [Septic Permit](#)

**You have selected the following Permit Type**

**Septic Permit:** Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add/Repair SSTS system

# Septic Permit Online Application Instructions

9. The area circled below shows your Application ID, application date, and permit status. You will also find other information such as the permit type, the date the permit was closed (when issued), and the balance due.

## On-Site Wastewater : Septic

[Home](#) >> [Record Overview](#)

Application ID:	21-S-00286	Permit Type:	Septic Permit
Application Date:	5/10/2021	Closed On:	
Permit Status:	New	Balance Due:	0.00

Permit to Construct permit application.

You have no new messages.

[Send a New Message](#)

Application Progress (0%)

**Legend:** Incomplete:  Complete:  Locked: Open for Edit: View-only: Allows Attachments: Allows Submission:

<b>1. Enter application details</b> <input type="checkbox"/> Completed?  <a href="#">Edit</a>	<b>2. Add attachments</b> <input type="checkbox"/> Completed? 	<b>3. Submit and Pay for Application</b> <input type="checkbox"/> Completed? 
--	--	---

No Charges Exist.

[Cancel this application](#)

[Exit](#)

10. Click on “Edit” to complete the application details.

## On-Site Wastewater : Septic

[Home](#) >> [Record Overview](#)

Application ID:	21-S-00286	Permit Type:	Septic Permit
Application Date:	5/10/2021	Closed On:	
Permit Status:	New	Balance Due:	0.00

Permit to Construct permit application.

You have no new messages.

[Send a New Message](#)

Application Progress (0%)

**Legend:** Incomplete:  Complete:  Locked: Open for Edit: View-only: Allows Attachments: Allows Submission:

<b>1. Enter application details</b> <input type="checkbox"/> Completed?  <a href="#">Edit</a>	<b>2. Add attachments</b> <input type="checkbox"/> Completed? 	<b>3. Submit and Pay for Application</b> <input type="checkbox"/> Completed? 
--	--	---

No Charges Exist.

[Cancel this application](#)

[Exit](#)

# Septic Permit Online Application Instructions

11. Begin filling out the application details. Some of the contact information may auto populate from the account information. You may change this if necessary. Any field with a red asterisk is a required field. Use the TAB key to move forward to the next text field.
12. Fill in the primary PIN (this is the property ID found on your tax statement) and add any associated PIN numbers (adjacent parcels that you own) by clicking "Add Response." Only fill out the Primary PIN if you just have one parcel.
13. All fields with a (\*) indicates a required field.

**1. Enter application details**

**ST. LOUIS COUNTY, MN**  
**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**  
**(On-Site Wastewater Division)**

<b>Duluth</b> Government Services Center 320 West 2nd Street, Suite 301 Duluth, MN 55802 Phone (218) 725-5200 Toll Free (800) 450-9278	<b>Virginia</b> Government Services Center 201 South 3rd Avenue West Virginia, MN 55792 Phone (218) 749-0625 Toll Free (800) 450-9278
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**Permit Construction Application Subsurface Sewage Treatment System**

Your Contact Information.  
*If the information is not correct, you may need to update your contact information using the 'Edit Contact Info' option once you have filled out this application.*

First Name:	* Angela		
Middle Name:			
Last Name:	* Lepak		
Address Line 1:	* 307 1st Street South		
Address Line 2:	Suite 117		
City:	* Virginia		
State/Province:	* MN	Postal Code:*	55792
Business Phone:	* 2187497103	Mobile Phone:	
Home Phone:		Fax:	
Email Address:	+ lepaka@stlouiscountymn.gov		
Preferred Contact Method:	* Any ▼		

Are you the applicant? (Check this box if Yes)  Yes

---

### General

- This permit application form is used to apply for a Permit to Construct. Additional information: [www.stlouiscountymn.gov/septic](http://www.stlouiscountymn.gov/septic)

**Enter the Primary PIN and Associated PIN (if applicable) of the property to be reviewed.**

*PIN is found on your Property Tax Statement. For example, 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project.*

*County Land Explorer: <https://www.stlouiscountymn.gov/explorer>*

*Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005iframe>*

Primary PIN:	*	<input type="text"/>	
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Associated PINs [Collapse](#)

**Add Response**

# Septic Permit Online Application Instructions

14. Continue filling out the applicant information. If you are part of an LLC business, you will be able to add your business name if you check "Yes."

Enter Applicant Information

I am a:	* Contractor
Are you an LLC Business?	* <input type="radio"/> Yes <input checked="" type="radio"/> No
Applicant Name:	* Angela Lepak
Address Line 1:	* 307 1st Street South
Address Line 2:	* Suite 117
City:	* Virginia
State:	* MN
Zip:	* 55792
Primary Phone:	* 2187497103
Mobile Phone:	
Email:	lepaka@stlouiscountymn.gov
Contact Person Name:	+
Contact Person Phone:	+
Preferred Contact Method:	* Any

15. Continue by filling out the property owner's name and contact information.

Property Owner Name and Contact Information.

*If the property owner information we have on file is not correct, please enter the current owner information.*

Property Owner Name:	* Jane Doe
Site Address:	* 201 South 3rd Avenue West
City:	* Virginia
State/Province:	* MN
Zip:	* 55792
Primary Phone:	* (218)749-7103
Mobile Phone:	
Email:	+ email@address.com
Preferred Contact Method:	Any
Contact Person Name	+ Jane Doe
Contact Person Phone	+ (218)749-7103

# Septic Permit Online Application Instructions

16. The mailing address information can be the same as the Property (owner's) address or the Applicant address, but not both.

## Mailing Address Information

*This address can default from the address you selected. If the values defaulted are not correct, please enter the correct information.*

Same as Property address?  Yes  
Same as Applicant address?  Yes

Name: \*   
Address: \*   
  
City: \*   
State/Province: \*  Zip: \*   
Primary Phone:   
Mobile Phone:   
Email: +

17. The site information section is as below.

## SITE INFORMATION

Enter Site information

Do you need to request a 911 address number and sign? \*  Yes  No

Is this a leased property? \*  Yes  No

Is this for Residential or Commercial? \*  Residential  Commercial

Is the property used year round or used seasonally? \*

Is this project within 300 feet of a river/stream or 1,000 feet of a lake? \*  Yes  No

Is this property connected to a Common Interest Community? \*  Yes  No

Is this serving multiple dwellings sharing a SSTS component? \*  Yes  No

Is this related to a Point of Sale Requirement? \*  Yes  No

Is the SSTS located in a floodplain? \*  Yes  No

## APPLICATION REASON

What are you applying for? \*

# Septic Permit Online Application Instructions

18. If you require a site address for this property, by checking “Yes” an address request will be sent to the St. Louis County 911 Communications Department in their addressing division.

Enter Site information

Do you need to request a 911 address number and sign? \*  Yes  No

19. If the property is leased property, check “Yes” and a drop-down will indicate the various leased property types. If the property is not leased property, check “No” and continue.

Is this a leased property? \*  Yes  No

Leased From? \*

Reference the Land Use Permit to list this

US Forest Service

MN Power

MN DNR, Area Hydrologist

MN DNR Land and Minerals

St. Louis County Land & Minerals - Duluth

St. Louis County Land & Minerals - Virginia

MN Power  
MN DNR  
US Forest Service  
St. Louis County  
Owner  
Other

Shore Land Traditions  
30 West Superior Street  
Duluth, MN 55802

MN DNR, Area Hydrologist  
7979 Highway 37  
Eveleth, MN 55734

MN DNR, Land and Minerals  
1201 East Highway 2  
Grand Rapids, MN 55744

320 West 2nd Street Suite 302  
Duluth, MN 55802  
Phone: (218) 726-2606

7820 Highway 135  
Virginia, MN 55792  
Phone: (218) 742-9898

20. Add whether the property is Residential (you or the property owner resides there) or Commercial (this is a business).

Is this for Residential or Commercial? \*  Residential  Commercial

21. Add whether the property is being used seasonally or year-round.

Is the property used year round or used seasonally? \*

22. Add whether this project is within 300 feet of a river/stream or 1,000 feet of a lake. You will be prompted to include the name of the river/stream or lake.

Is this project within 300 feet of a river/stream or 1,000 feet of a lake? \*  Yes  No

River/Lake Name \*

# Septic Permit Online Application Instructions

23. Add whether the property is connected to a Common Interest Community (CIC). If "Yes," you will be prompted to include all associated PIN numbers with the CIC.

Is this property connected to a Common Interest Community?  
\*  Yes  No

Include all associated PINs on this application \*

24. Whether there is more than one dwelling sharing the SSTS component. If "Yes," you will be prompted to include all associated PIN numbers.

Is this serving multiple dwellings sharing a SSTS component?  
\*  Yes  No

Include all associated PINs on this application \*

25. Whether this permit application is associated with a Point of Sale requirement.

Is this related to a Point of Sale Requirement?  
\*  Yes  No

26. Whether the SSTS will be located in a floodplain.

Is the SSTS located in a floodplain?  
\*  Yes  No

27. Fill in what you are applying for. Based on what type of SSTS you are applying for, there will be a worksheet that populates below this section of the application.

**APPLICATION REASON**

What are you applying for? \*

# Septic Permit Online Application Instructions

28. Continue to the Worksheet. Read through the different types of systems and choose which one you are adding. When you check "Yes," a drop-down will appear so that you can add the System Type. When you check "Yes," every other option will automatically change to "No." **Your septic permit fee will be calculated based on your responses in this section.**

## RESIDENTIAL WORKSHEET

Select the System Type

### Type I System

"Type I System" means an ISTS that follows a standard trench, bed, at-grade, mound, or graywater system design in accordance with MPCA rules, Minnesota Rules, Chapter 7080.2200 through 7080.2240.

\*  Yes  No

### Type II System

"Type II System" means an ISTS with acceptable modifications or sewage containment system that may be permitted for use on a site not meeting the conditions acceptable for a standard Type I system. These include systems on lots with rapidly permeable soils or lots in floodplains and privies or holding tanks.

\*  Yes  No

System Type

\*

### Type III System

"Type III System" means a custom designed ISTS having acceptable flow restriction devices to allow its use on a lot that cannot accommodate a standard Type I soil treatment and dispersal system.

\*  Yes  No

### Type IV System

"Type IV System" means an ISTS, having an MPCA registered pretreatment device and incorporating pressure distribution and dosing, that is capable of providing suitable treatment for use where the separation distance to a shallow saturated zone is less than the minimum allowed.

\*  Yes  No

### Type V System

"Type V System" means an ISTS, which is a custom engineered design to accommodate the site taking into account pretreatment effluent quality, loading rates, loading methods, groundwater mounding, and other soil and other relevant soil, site, and wastewater characteristics such that groundwater contamination by viable fecal coliforms is prevented.

\*  Yes  No

# Septic Permit Online Application Instructions

29. Enter the well information. Once you check "Yes," a drop-down for a Proposed Water Source Type options will appear. Once you select an option, a second drop-down for proposed type will appear. You will also be prompted to enter the number of existing water sources on the property. You can enter 0 under Well Information.

## WELL INFORMATION

Enter information about the well:

Do you have a proposed water source?

\*  Yes  No

Proposed Water Source Type

\* Well

Proposed Well Type

+

Enter # of existing water sources on the property

\*

If there is an additional water source, it will populate below. Only the Water Source Type is required.

*After completing the following information for the 1st water source, please use the Add Another Water Source button to add the additional water source(s) information.*

Water Source Type \*

Well # +

Well Depth (Feet)

Case Depth (Feet)

Well Type +

[Add another Water Source](#)

30. Complete the Designer and Installer Information section. This might include your own information if you are a septic designer/installer and are entering this permit application on behalf of a property owner.

## DESIGNER & INSTALLER INFORMATION

Select the Designer

Licensed Business Name or Designer \*

Name

License #

Certification #

Designer's Comments (To On-Site Wastewater Staff)

Select the Installer (if known)

Licensed Business Name or Installer

Name

License #

Certification #

Installer's Comments (To On-Site Wastewater Staff)

# Septic Permit Online Application Instructions

31. Complete the Structure – Residential questions. Once you answer “Yes,” it will automatically set the rest of the options to “No.”

## STRUCTURE - RESIDENTIAL

Enter Building Type and Water Uses

Home, mobile home, hunting shack, cabin, RV

Dwelling \*  Yes  No

Dwelling

# of Bedrooms \*

Plumbing  Yes

Basement Plumbing  Yes

Garbage Disposal  Yes

Clothes Washer  Yes

Dishwasher  Yes

Water Conditioning Unit  Yes

Furnace w/Humidifier  Yes

Bathtub > 40 gal.  Yes

Sewer Grinder Pump  Yes

Multi-Family \*  Yes  No

Accessory Dwelling \*  Yes  No

Accessory Structure w/water

Other \*  Yes  No

Other information to be considered for this application

32. The last section asks if this application is for a septic variance. If you do not know the answer, call our office to discuss your project to determine if a variance is necessary. 218-749-0625 or 218-725-5200 or by email at [oswinfo@stlouiscountymn.gov](mailto:oswinfo@stlouiscountymn.gov). Note that you will only be asked to pay a septic variance fee.

Will this project require a Septic Variance?  
\*  Yes  No

33. The list of required attachments is also included at the bottom of the application.

## ATTACHMENTS

After submitting this form, please attach the following in the attachments screen:

Design Report

Site Sketch

Written Auth. From Leased Property Owner

Sanitary District Approvals

Abandonment Form

Misc./Other

# Septic Permit Online Application Instructions

34. Click the “I agree” button before you submit your septic permit application.

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans, and other information before the application is accepted or approved.

**Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any result invalid.** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

*If your name, contact information or email address have changed, you should update your contact information in the portal by selecting 'Maintain Contact Information' at the top of this page.*

Submitted By:	Angela Lepak
Address:	307 1st Street South
City:	Virginia
State:	MN
Postal Code:	55792
Email Address:	lepaka@stlouiscountymn.gov

I have read and agree to the statement above.      \*  I agree

35. Click “Submit” to submit your septic permit application.

The screenshot shows a horizontal row of four buttons: "Submit", "Print a Copy", "Save and Complete Later", and "Exit". The "Submit" button is on the left, and the other three are on the right. The "Submit" and "Save and Complete Later" buttons are circled in red.

Alternatively, if you do not finish your application, you can choose to Save and Complete Later.

# Septic Permit Online Application Instructions

By choosing to save and complete your application later, you will be able to find this located on the On-Site Wastewater : Septic page under View My Records.

**Start a New Permit**

[View My Records](#)

- Septic Permit** Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add/Repair SSTS system
- Abandonment**
- Compliance Inspection**
- Point of Sale Transfer and Disclosure Agreement** Use this form to apply for the transfer of ownership relating to Point of Sale of an existing SSTS Operating Permit.
- Renewal Operating Permit**
- Annual Submittal of Holding Tank Operating Permit**
- Owner Transfer Operating Permit** Use this form to apply for the transfer of ownership of an existing SSTS Operating Permit.

Your permit application will appear there.

**Your Permits**

Your Permit Applications

Application ID	Sub-Permit	Type	Status	Effective Date	Due Date	Balance	New Messages
21-S-00015	<a href="#">Create</a>	Septic Permit to Construct	New		01/25/2021		0
21-S-00241	<a href="#">Create</a>	Septic Permit to Construct	New		05/19/2021		0

Clicking on the Application ID, you will be able to get back to this page to edit the application again.

## On-Site Wastewater : Septic

[Home](#) >> [Record Overview](#)

Application ID: 21-S-00286 Permit Type: Septic Permit  
Application Date: 5/10/2021 Closed On:  
Permit Status: New Balance Due: 0.00

Permit to Construct permit application.

You have no new messages.

[Send a New Message](#)

Application Progress (0%)

**Legend:** Incomplete:  Complete:  Locked: Open for Edit: View-only: Allows Attachments: Allows Submission:

1. Enter application details

Completed?



[Edit](#)

2. Add attachments

Completed?



3. Submit and Pay for Application

Completed?



No Charges Exist.

[Cancel this application](#)

[Exit](#)

# Septic Permit Online Application Instructions

The following images show a few of the common scenarios. Note: Some of the questions do not apply or show up for all scenarios. The worksheets that follow Site Information are based upon your responses in Site Information.

- a. The first scenario is an application for a Type I: Mound system.

**SITE INFORMATION**

Enter Site information

Do you need to request a 911 address number and sign? \*  Yes  No

Is this a leased property? \*  Yes  No

Is this for Residential or Commercial? \*  Residential  Commercial

Is the property used year round or used seasonally? \* Year round ▼

Is this project within 300 feet of a river/stream or 1,000 feet of a lake? \*  Yes  No

Is this property connected to a Common Interest Community? \*  Yes  No

Is this serving multiple dwellings sharing a SSTS component? \*  Yes  No

Is this related to a Point of Sale Requirement? \*  Yes  No

Is the SSTS located in a floodplain? \*  Yes  No

**APPLICATION REASON**

What are you applying for? \* New SSTS ▼

**RESIDENTIAL WORKSHEET**

Select the System Type

**Type I System**

*"Type I System" means an ISTS that follows a standard trench, bed, at-grade, mound, or graywater system design in accordance with MPCA rules, Minnesota Rules, Chapter 7080.2200 through 7080.2240.*

System Type \*  Yes  No  
Mound ▼

**Type II System**

*"Type II System" means an ISTS with acceptable modifications or sewage containment system that may be permitted for use on a site not meeting the conditions acceptable for a standard Type I system. These include systems on lots with rapidly permeable soils or lots in floodplains and privies or holding tanks.*

Yes  No

**Type III System**

*"Type III System" means a custom designed ISTS having acceptable flow restriction devices to allow its use on a lot that cannot accommodate a standard Type I soil treatment and dispersal system.*

Yes  No

**Type IV System**

*"Type IV System" means an ISTS, having an MPCA registered pretreatment device and incorporating pressure distribution and dosing, that is capable of providing suitable treatment for use where the separation distance to a shallow saturated zone is less than the minimum allowed.*

Yes  No

**Type V System**

*"Type V System" means an ISTS, which is a custom engineered design to accommodate the site taking into account pretreatment effluent quality, loading rates, loading methods, groundwater mounding, and other soil and other relevant soil, site, and wastewater characteristics such that groundwater contamination by viable fecal coliforms is prevented.*

Yes  No

# Septic Permit Online Application Instructions

b. The second scenario is for an application for a commercial, component addition or replacement.

## SITE INFORMATION

Enter Site information

Do you need to request a 911 address number and sign? \*  Yes  No

Is this a leased property? \*  Yes  No

Is this for Residential or Commercial? \*  Residential  Commercial

Is the property used year round or used seasonally? \*  ▾

Is this project within 300 feet of a river/stream or 1,000 feet of a lake? \*  Yes  No

Is this property connected to a Common Interest Community? \*  Yes  No

Is this serving multiple dwellings sharing a SSTS component? \*  Yes  No

Is this related to a Point of Sale Requirement? \*  Yes  No

Is the SSTS located in a floodplain? \*  Yes  No

## APPLICATION REASON

What are you applying for? \*  ▾

Explain why: \*

## Select existing SSTS

Select the Septic Permit that is being modified/replaced.  
(Just click the Search button, no need to enter in a Permit #)

If unable to be found, click Permit Could Not Be Found.

Permit # for the Septic System (if known) +

Permit Could Not Be Found

# Septic Permit Online Application Instructions

## COMMERCIAL WORKSHEET

Select the gallons per day (GPD) for the system.

Gallons per Day \*

## WELL INFORMATION

Enter information about the well.

Do you have a proposed water source?

\*  Yes  No

Enter # of existing water sources on the property

\*

[Collapse](#)

After completing the following information for the 1st water source, please use the Add Another Water Source button to add the additional water source(s) information.

Water Source Type \*

Well # +

Well Depth (Feet)

Case Depth (Feet)

Well Type +

## OTHER ESTABLISHMENTS - COMMERCIAL

### Eating/Drinking Establishment

- (a) Restaurant (does not include bar or lounge)
- (b) Restaurant (short order)
- (c) Restaurant (drive-in)
- (d) Restaurant (carry out, including caterers)
- (e) Institutional meals
- (f) Food outlet
- (g) Dining hall
- (h) Coffee shop
- (i) Cafeteria
- (j) Bar or lounge (no meals)

\*  Yes  No

Enter Building details:

Max Capacity, # of users

# of Employees

Seating Capacity

# of Units

Square Feet

### Entertaining Establishment

- (a) Drive-in theater
- (b) Theater/auditorium
- (c) Bowling alley
- (d) Country club
- (e) Fairground and other similar gatherings
- (f) Stadium
- (g) Dance hall
- (h) Health club/gym

\*  Yes  No

### Outdoor recreation & related lodging facilities

- (a) Campground
- (b) Permanent mobile home
- (c) Camp, day without meals
- (d) Camp, day with meals
- (e) Camp, day and night with meals
- (f) Resort/lodge hotel
- (g) Cabin, resort
- (h) Retail resort store
- (i) Park or swimming pool
- (j) Visitor center

\*  Yes  No

### Transportation

- (a) Gas station/convenience store
- (b) Service station\*
- (c) Car wash\* (does not include car wash water)
- (d) Airport, bus station, rail depot

\*  Yes  No

### Miscellaneous

- (a) Public lavatory
- (b) Public shower

\*  Yes  No

### Institutional

- (a) Hospital
- (b) Mental health hospital
- (c) Prison or jail
- (d) Nursing home, other adult congregate living
- (e) Other public institution
- (f) School (no gym, no cafeteria, and no showers)
- (g) School (with cafeteria, no gym and no showers)
- (h) School (with cafeteria, gym, and showers)
- (i) School (boarding)
- (j) Church
- (k) Assembly hall
- (l) Other Unlisted

\*  Yes  No

### Other Commercial

\*  Yes  No

### Dwelling Units

Select the Building Type (Refer to 7081.0130 Table I)

See also outdoor recreation

- (a) Hotel or luxury hotel
- (b) Motel
- (c) Rooming house
- (d) Daycare (no meals)
- (e) Daycare (with meals)
- (f) Dormitory
- (g) Labor camp
- (h) Labor camp, semi-permanent


\*  Yes  No

### Commercial/Industrial

- (a) Retail store
- (b) Shopping center
- (c) Office
- (d) Medical office
- (e) Industrial building
- (f) Laundromat
- (g) Barber shop
- (h) Beauty salon
- (i) Flea market

\*  Yes  No

# Septic Permit Online Application Instructions

36. Once you have submitted the application form, you will be prompted to upload your attachments. You can either click on the  next to the name of the attachment, or you can click “Add Attachment” at the bottom. The underlined attachment is a required attachment.











Application ID: 21-S-00241 Permit Type: Septic Permit to Construct  
Application Date: 4/29/2021 Closed On:  
Permit Status: Pending Payment Balance Due: 520.00

[Return to questionnaire](#) [Proceed to Pay for Application](#)

### 2. Add attachments

One or more required attachments are missing. You may also mail-in required backup documentation.

You can attach the following supporting documents to this application when submitted. All required documentation will need to be attached or mailed before your application can be processed.

SUBJECT	DOCUMENTATION REQUIRED?	DESCRIPTION	ATTACHED?
 <a href="#">Application</a>	Optional		No
 <a href="#">Abandonment Form</a>	Conditionally Required		No
 <a href="#">Design Report</a>	Conditionally Required		No
 <a href="#">Privy Worksheet</a>	Conditionally Required		No
 <a href="#">Sanitary District Approvals</a>	Conditionally Required		No
 <a href="#">Site Sketch</a>	<b>Required</b>		No
 <a href="#">Final Site Sketch</a>	Optional		No
 <a href="#">Sketch - AS Built</a>	Optional		No
 <a href="#">Written Authorization from Leased Property Owner</a>	Conditionally Required	You must attach a written authorization form from the leased property owner.	No
 <a href="#">Misc./Other Attachment</a>	Optional	PTC Misc./Other Attachment	No

[Add Attachment](#) [Continue](#) [Exit](#)

37. Once you click on the required attachment, a box will pop up for you to choose a file to attach. You will need to choose a file to upload and click “upload”. Repeat this step until all required attachments are uploaded.

Add Attachments

(Fields marked with an \* are required.)

You can attach the following supporting documents to this application when submitted.

Attachment Type: \*

Description:

Select a file to upload: \*  No file chosen

Each upload must have a unique name.

You will also be able to view your attachment once you finish uploading it by clicking View Attached.

# Septic Permit Online Application Instructions

[Home](#) >> [Record Overview](#) >> [Attachments](#)

Application ID: 21-S-00241 Permit Type: Septic Permit to Construct  
Application Date: 4/29/2021 Closed On:  
Permit Status: Pending Payment Balance Due: 520.00

[Return to questionnaire](#)

[Proceed to Pay for Application](#)

## 2. Add attachments

You can attach the following supporting documents to this application when submitted. All required documentation will need to be attached or mailed before your application can be processed.

SUBJECT	DOCUMENTATION REQUIRED?	DESCRIPTION	ATTACHED?
<a href="#">Application</a>	Optional		No
<a href="#">Abandonment Form</a>	Conditionally Required		No
<a href="#">Design Report</a>	Conditionally Required		No
<a href="#">Privy Worksheet</a>	Conditionally Required		No
<a href="#">Sanitary District Approvals</a>	Conditionally Required		No
<a href="#">Site Sketch</a>	Required		Yes <a href="#">View Attached</a>
<a href="#">Final Site Sketch</a>	Optional		No <a href="#">View Attached</a>
<a href="#">Sketch - AS Built</a>	Optional		No
<a href="#">Written Authorization from Leased Property Owner</a>	Conditionally Required	You must attach a written authorization form from the leased property owner.	No
<a href="#">Misc./Other Attachment</a>	Optional	PTC Misc./Other Attachment	No

[Add Attachment](#) [Continue](#)

[Exit](#)

38. Once you have uploaded all required attachments, click on "Continue".

[Home](#) >> [Record Overview](#) >> [Attachments](#)

Application ID: 21-S-00241 Permit Type: Septic Permit to Construct  
Application Date: 4/29/2021 Closed On:  
Permit Status: Pending Payment Balance Due: 520.00

[Return to questionnaire](#)

[Proceed to Pay for Application](#)

## 2. Add attachments

You can attach the following supporting documents to this application when submitted. All required documentation will need to be attached or mailed before your application can be processed.

SUBJECT	DOCUMENTATION REQUIRED?	DESCRIPTION	ATTACHED?
<a href="#">Application</a>	Optional		No
<a href="#">Abandonment Form</a>	Conditionally Required		No
<a href="#">Design Report</a>	Conditionally Required		No
<a href="#">Privy Worksheet</a>	Conditionally Required		No
<a href="#">Sanitary District Approvals</a>	Conditionally Required		No
<a href="#">Site Sketch</a>	Required		Yes <a href="#">View Attached</a>
<a href="#">Final Site Sketch</a>	Optional		No
<a href="#">Sketch - AS Built</a>	Optional		No
<a href="#">Written Authorization from Leased Property Owner</a>	Conditionally Required	You must attach a written authorization form from the leased property owner.	No
<a href="#">Misc./Other Attachment</a>	Optional	PTC Misc./Other Attachment	No

[Add Attachment](#) [Continue](#)

[Exit](#)

# Septic Permit Online Application Instructions

39. After clicking “Continue”, you will be brought to the payment page. You will need make sure that “Pay Online” is selected in the drop-down menu and click “Continue.” You will need to pay for each application separately. You can also choose to Submit application and pay fees by mail. ▾

[Home](#) >> [Record Overview](#) >> [Pay for Application](#)

Application ID:	21-S-00241	Permit Type:	Septic Permit to Construct
Application Date:	4/29/2021	Closed On:	
Permit Status:	Pending Payment	Balance Due:	520.00

[Return to add attachments](#)

3. Pay Charges

Charges Due

The following fees/charges are now due.

Transaction	Date	Reference ID	Violation ID	Charge Amount	Balance Due
Septic Fee 632	04/29/2021	04/29/2021		\$520.00	\$520.00

Total Amount:	520.00	Due Date:	05/19/2021
Amount Paid:	0.00	Last Payment Date:	
Adjustments:	0.00		
Balance Due:	520.00		

What would you like to do next? \*

Pay Online. Continue Exit

40. Select “Continue” when the below popup comes on the screen.

**To pay on-line now:**

- Click on the **Continue** button.
- Review the amount you owe.
- Click on the **Process Payment** button.
- You will be transferred to Official Payment's secure site to enter payment details.
- After submitting your payment, you will be e-mailed a receipt and returned to this website to print your registration.
- Your registration will be submitted to St. Louis County upon successful completion of your online payment.

**Cancel** - Clicking this button will return you to the registration and nothing will be submitted.  
**Continue** - Clicking this button will take you to the Process Payment confirmation screen.

← Cancel Continue →

# Septic Permit Online Application Instructions

41. Select Process Payment on the next screen.

[Home](#) >> [Record Overview](#) >> [Charges](#) >> [Confirm Payment](#)

Application ID:	21-S-00241	Permit Type:	Septic Permit to Construct
Application Date:	4/29/2021	Closed On:	
Permit Status:	Pending Payment	Balance Due:	520.00

## Confirm Payment

Total Amount:	520.00	Due Date:	05/19/2021
Amount Paid:	0.00	Last Payment Date:	
Adjustments:	0.00		
Balance Due:	520.00		
Total Payment:	520.00		


[Process Payment](#)

# Septic Permit Online Application Instructions

42. You will now need to go through the payment process. Select the payment method and click “Continue”

Back to Saint Louis County | Make A Payment | Payment Verification | Help | En Español

## Make A Payment








 **Saint Louis County, MN**  
**Electronic Payments**



Select a Payment Option, then click "Continue" to proceed with the payment process.

- Your convenience fee will be calculated and presented on the next page, if applicable.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

\*Payment Amount \$ 520 - 00


Payment Options:

- Debit Card 
- Debit Card 
- E-Check 
- Credit Card    

Cancel  **Continue** 

43. Read the terms and conditions and click “Accept” if you agree to them.

## Make A Payment

 **Saint Louis County, MN**  
**Electronic Payments**

This payment service is offered by ACI Payments, Inc. as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Back" button to change any of the information fields. Click "Decline" button to return to the beginning of the payment process.

- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

**Payment Type:** Electronic Payments  
**Payment Amount:** \$520.00


**ACI Payments, Inc. Terms and Conditions:**




THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as

 Printer Friendly

Back  Decline  **Accept** 

# Septic Permit Online Application Instructions

44. Enter your payment information and click "Continue".

To continue this payment, please fill out the form below.

- Note that the [ \* ] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

## Payer Information

(Information for the person making the payment.)

*Country:	United States
*First Name:	Angela
Middle Name:	
*Last Name:	Lepak
Suffix: (Jr., Sr. etc.)	
*Street Address:	307 1st Street South
	Suite 117
*Town/City:	Virginia
*State:	MN
*Zip Code:	55792
	(Use this field for APO, FPO, AA, AE or AP codes.)
*Daytime Phone:	( 218 ) 749 - 7103
*E-mail Address:	lepaka@stlouiscountymn.gov
	(Required for an e-mail confirmation and online verification.)
*Re-enter E-mail Address:	lepaka@stlouiscountymn.gov
Permit Number:	21-S-00241
Invoice Number:	1089

## Payment Option

(May differ from the person owing the tax, bill, or fee.)

*Card Type:	Discover Network	   
*Card Number:	*****0012	
*Expiration Date:	05 / 24 (mm/yy)	
*Card Verification Number:		

(To determine the location of your Card Verification Number, click here.)

## Payment Information

Payment Type:	Electronic Payments
Payment Amount:	\$520.00

Back

Cancel

Continue

# Septic Permit Online Application Instructions

45. You will now be able to review the information that you have entered. Click "Submit" if all of the information is correct.

## Payer Information

First Name: Angela  
Middle Name:  
Last Name: Lepak  
Suffix:  
Street Address: 307 1st Street South  
Suite 117  
Town/City: Virginia  
State: MN  
Zip Code: 55792  
Country: United States  
Daytime Phone Number: (218) 749 - 7103  
E-mail Address: lepaka@stlouiscountymn.gov  
Permit Number: 21-S-00241  
Invoice Number: 1089

## Payment Option

Card Type: Discover Network  
Card Number: \*\*\*\*\*0012  
Expiration Date: 05/2024  
Card Verification Number: \*\*\*\*

## Payment Information

Payment Type: Electronic Payments  
Payment Amount: \$520.00

Edit

Cancel

Submit

# Septic Permit Online Application Instructions

46. You should now see that your payment has been completed successfully. Click "Continue"

## Make A Payment



Saint Louis County, MN

Electronic Payments

**Your payment has been completed successfully.**

**Confirmation Number:** 123456  
**Payment Date:** Thursday, April 29, 2021  
**Payment Time:** 03:12PM CT



Print Confirmation

- Please print or write down your payment confirmation number for your records.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

### Payer Information

Name: Angela Lepak  
Street Address: 307 1st Street South  
Suite 117  
Virginia, MN 55792  
United States  
Daytime Phone Number: (218) 749 - 7103  
E-mail Address: lepaka@stlouiscountymn.gov  
Permit Number: 21-S-00241  
Invoice Number: 1089

### Payment Option

Card Type: Discover Network  
Card Number: \*\*\*\*\*0012  
Card Verification Number: \*\*\*\*

### Payment Information

Payment Type: Electronic Payments  
Payment Amount: \$520.00



47. At this point, your application has been submitted. Please call 218-749-0625 or 218-725-5200 if you have any questions. Alternately, you may email us at [oswinfo@stlouiscountymn.gov](mailto:oswinfo@stlouiscountymn.gov).

# Septic Permit Online Application Instructions

You will be able to track your permit's status from the main On-Site Wastewater : Septic page.

**Start a New Permit**

[View My Records](#)

- [Septic Permit](#) Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add/Repair SSTS system
- [Abandonment](#)
- [Compliance Inspection](#)
- [Point of Sale Transfer and Disclosure Agreement](#) Use this form to apply for the transfer of ownership relating to Point of Sale of an existing SSTS Operating Permit.
- [Renewal Operating Permit](#)
- [Annual Submittal of Holding Tank Operating Permit](#)
- [Owner Transfer Operating Permit](#) Use this form to apply for the transfer of ownership of an existing SSTS Operating Permit.

**Your Permits**

Your Permit Applications

Application ID	Sub-Permit	Type	Status	Effective Date	Due Date	Balance	New Messages
21-S-00015	<a href="#">Create</a>	Septic Permit to Construct	New		01/25/2021		0
<a href="#">21-S-00241</a>	<a href="#">Create</a>	Septic Permit to Construct	<a href="#">Pending Support Staff Review</a>		05/19/2021	\$0.00	0